

# ADOT VEHICLE MILEAGE EXEMPTION REQUEST FORM

Date \_\_\_\_\_

1. Organization Number: \_\_\_\_\_
2. Total number of sedans, 1/2-ton vans & pickups assigned to ORG: \_\_\_\_\_
3. Number of people (FTE) in ORG: \_\_\_\_\_
4. Equipment number(s) of vehicle(s) to be considered for exemption: \_\_\_\_\_

5. Justification(s) for exemption: \_\_\_\_\_

6. Name of individual requesting exemption: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

7. District Engineer or equivalent coordination: \_\_\_\_\_

Date: \_\_\_\_\_

8. REM disposition on request:    APPROVED ☐    REJECTED ☐

9. REM Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR ASSISTANCE PLEASE CONTACT:

Regional Equipment Manager - Central Region (602) 712-7573  
Regional Equipment Manager - Southern Region (520) 628-5848  
Regional Equipment Manager - Northern Region (928) 775-5304  
Fleet Coordinator (602) 712-6508

The following are instructions for completing the Vehicle Justification Request Form.

## USER INFORMATION

1. **Organization Number:** Enter your org number
2. **Total #of sedans & ½ ton vans and pickups assigned to your org:** The number of light line vehicles assigned to your org. If you do not know contact your ASO or call 602 712-6506 for a count.
3. **Number of full time employees assigned to your org:** If you do not know contact your ASO.
4. **Equipment number(s) of vehicle(s) to be considered for exemption:** Self explanatory
5. **Justification(s) for exemption:** Self explanatory
6. **Name of individual requesting exemption:** Self-explanatory sign and print your name.
7. **Phone number:** Enter your phone number including the area code.
8. **Email address:** Self-explanatory.

Forward the signed copy of the form to:

9. **District Engineer or equivalent coordination:** Must sign and print their name.

District Engineer or equivalent will forward the signed form to the Regional Equipment Manager (REM) in your area for approval.

1. Central Region, mail drop 071R (2225 So 22<sup>nd</sup> Ave, Phoenix, 85009)
2. Southern Region, mail drop T700 (1444 W Grant Rd, Tucson 85745)
3. Northern Region, mail drop P700 (6901 E Second St, Prescott Valley 86314)

REMs forward the approved copy to the Fleet Coordinator, mail drop 071R.